



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
4TH BN (MI TNG), 640TH REGIMENT (REGIONAL TRAINING INSTITUTE)
17800 SOUTH CAMP WILLIAMS ROAD
RIVERTON, UT 84065-4999

NGUT-RTD-Z

8 November 2012

SUBJECT: Letter of Instruction

1. General Instructions:

- a. If you are receiving this memorandum, you are in either a “Reserved” or “Wait” status to attend the 35CMF Senior Leader Course (SLC) at Camp Williams, UT. If you are in a “Wait” status, do NOT report to in-processing unless your unit has made appropriate coordination and received written approval from Course Management ahead of time. You must be in a “Reserved” status to report to in-processing. If you report to in-processing while in a wait status and your unit has not made the appropriate coordination, you will be denied enrollment and sent home to your unit. **DO NOT** proceed from your location without ensuring that you satisfy the prerequisites for this course. Part 4 of this information letter contains a checklist of the prerequisites for your course. Ensure that you bring the required verification documents. Any soldier who arrives as a walk-on student will be given last priority for any seats available.
- b. The following are prerequisites for the 35CMF Senior Leader Course (SLC): Enlisted in CMF 35 rank of E-6 through E-7, with a 35 series MOS and successful completion of **both phases** of BNCOC/ALC (MOS non-specific). **SECURITY**: Must have a **TS/SCI** security clearance.
- c. Be able to pass an Army Physical Fitness TEST (APFT) **and** height and weight standards IAW Army Regulation (AR) 350-1, as per Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education), Effective 1 November 2012. All students will take the mandatory APFT and in order to give students enough time to acclimatize students will take the APFT on day 7 at 0730. Camp Williams sits approximately at 5,000 ft above sea level. Soldier’s who fail the initial APFT and height and weight screening will be allowed one retest. Soldiers who subsequently fail to meet physical fitness and /or height and weight standards will be removed from the course. The DA Form 1059 (Service School Academic Evaluation Report) of Soldiers who fail to pass the APFT and/or meet height and weight standards will be annotated in block 11d “Failed to Achieve Course Standards.”

2. In-Processing:

- a. Show up on the 11th of January 2013 no later than 1800, preferably between the hours of 1000 and 1600, exceptions can be accommodated with prior notice. Class starts on in processing day at 1800. From that day on class starts at 0730 the morning after in-processing, it is recommended you arrive early and get settled in. When you arrive on post be ready to in-process, with paperwork and PT gear readily available. You will be weighed-in during in-processing in your APFU.
- b. There is a shuttle service run by the 640th Regiment (RTI) that runs to and from the airport on both in-processing and out-processing of each course. **Please send a copy of your itinerary**

to the contact email address at the bottom of this letter so the 640th RTI can arrange to have transportation ready upon your arrival.

The hours of operation for the shuttle are from approximately 1000 hours to 1630 hours. The location where the shuttle will be waiting at Salt Lake International Airport is at the West end of Terminal Two (Delta), Door 13. If you arrive before or after these times it is your responsibility to obtain appropriate transportation to and/or from Camp Williams. The cost for taxi service is approximately \$75.00 each way and should be reimbursable on your travel voucher. If you arrive at Camp Williams after in-processing hours have ended, you are to retrieve your billeting key from the Gate Guard, then report to 640th RTI Staff Duty located in the 640th RTI TASS Headquarters. It is the first building on your right as you enter Camp Williams and is labeled “640th Regimental Headquarters” on the map of Camp Williams. You can reach Staff Duty at (801) 878-5442.

- c. Upon arrival to Camp Williams you need to report to the 640th RTI TASS Building to begin in-processing. You will be given more information at that time.

3. Billeting

- a. If you are a student that lives **within 50 miles** of Camp Williams you will not be afforded Billeting. However, if you do want to stay in Billeting while attending the course it will be an out-of-pocket expense that may or may not be reimbursed to you by your unit.
- b. There is a cost if you are in billeting on post. This cost will not exceed \$15 per night. This will be a reimbursable expense on your travel voucher when you return to your Unit. You will be recommended to pay for billeting every 30 days and the remainder of your balance at the end of the 35CMF SLC Course. If you are not in billeting you will be housed in a squad bay, in which there will be no cost to the student. Do not call the billeting office at Camp Williams as 35CMF SLC Course Management makes all billeting arrangements for students.

4. Prerequisites:

- a. A new standard in ATRRS called a Post Reservation Checklist (PRCL) replaces the Pre-Execution Checklist (PEC)/Appendix H. **Your unit Training/Readiness NCO must have the PRCL completed NO LATER THAN TWO (2) DAYS PRIOR to the start of 35CMF SLC Course. If your PRCL is not completed by your unit Training/Readiness NCO two (2) days prior to the course start date, ATRRS will KICK YOU OUT AND SHOW YOU AS CANCELED. When this happens, you will not be able to attend the course.** It is your responsibility as an NCO to take the initiative to ensure that this requirement is taken care of. **The PRCL can be completed at any time after you are enrolled in the course, but must be completed by the unit Training/Readiness NCO that entered you into ATRRS.** The following are items in addition to the PRCL completion that need to be brought with the soldier to in-processing (if applicable.)
 - i. If you have any waivers or PERMANENT profiles, bring a copy
 - ii. If you have any pre-existing medical conditions you must bring MILITARY DOCUMENTATION!

- b. **Effective 01 June 2013**, Structured Self Development 3 (SSD-3) is a prerequisite to attend the Senior Leader Course (SLC), as per ALARACT 216/2012 DTG: R 101452Z AUG 12. It is required that you bring proof of completion. Failure to finish SSD-3 prior to attending in processing will result in you being sent back to your unit. You **WILL NOT** be allowed to finish SSD-3 during the course or at in processing. **DO NOT TRAVEL UNLESS YOU HAVE PROOF OF COMPLETION** of SSD-3.
- c. You must complete several forms and email them to the undersigned.
 - i. DD2875 (fill out blocks 1-12 and digitally sign block 12. In order to check box 10 complete this training <https://ia.signal.army.mil/DoDIAA/default.asp>
 - ii. Send a digital copy of the completed DoD Information Awareness certificate
- d. **You MUST have a TS/SCI clearance upon arrival at the 640th RTI. If you do not have this you will be denied enrollment to 35CMF SLC Course, and will be immediately sent back to your unit as the **THREE (3) BUSINESS DAY RULE DOES NOT APPLY.** Your clearance must be properly annotated on your JPAS statement. You must also have a current **CAC card and have it registered.****

5. Military Clothing and Climate:

- a. The only authorized headgear while in uniform at the 640th RTI is the patrol cap, be sure you bring yours with you or you will need to purchase one when you get here. Do not bring TA-50 or field gear, it will not be used in the 35CMF SLC Course. It is recommended you bring civilian clothing for non-POI time.
- b. Fall and winter in Utah is generally from September to March. Temperatures will range from below freezing to mid 40's during the day and below freezing to low 30s at night. Spring and summer is generally from April to September. Temperatures will range from 90 to 105 degrees during the day and low 60s at night. Dress appropriately.

4. Accommodations:

- a. 35CMF SLC Course Management makes reservations for rooms so there is no need to call the Camp Williams billeting office. The cost for billeting that you will be staying in, as stated previously, will not exceed \$15 per night. This is a reimbursable expense on your travel voucher when you return to your Unit. You should pay for billeting every 30 days and you must pay any balance at the end of 35CMF SLC Course. Linen will be provided unless you decide to bring your own. The rooms have electrical outlets for alarms or laptops. Bring headphones if you enjoy listening to music or watching DVDs in your spare time. Quiet time is between 2200 hours and 0600 hours. Laundry facilities are readily available on Camp Williams. There is no charge for the use of the laundry facility.
- b. Due to the remote location of Camp Williams, coupled with the fact there is no on or off post transportation, **it is highly encouraged to request authorization to bring your POV or have a rental car authorized on your orders.** There are a lot of great things to see and do while in the great state of Utah. Camp Williams is not within safe walking distance of any points of

interest and the nearest civilian facilities are three (3) miles from Post. There is plenty to do within a short 5 or 10 minute drive. You should take the opportunity to get off post during the limited time you will have off. Four weeks is a long time to be stuck on a small post. Statements of non-availability for meals or lodging will not be issued to students attending the 35CMF SLC Course.

- c. Camp Williams has wireless internet capability. You are encouraged to bring your own personal Laptop to use this service. A computer lab is also available for research and personal use but is limited.

6. Contact Information:

- a. Your mailing address while attending the 35CMF SLC Course at Camp Williams, Utah is:

Rank Your Name
35CMF SLC, Class #____-_____
4/640th Regiment (RTI), 17800 South Camp Williams Road
Riverton, UT 84065

- a. If there is an emergency and it becomes necessary to get hold of you during training hours you may be contacted via Regiment Staff Duty at 801-878-5442. If this emergency is severe enough to cause you to leave the course, an official notice will need to be sent to the 640th RTI through the American Red Cross.
- b. You may be contacted for all non-emergencies through your personal cellular phone during lunch or in the evenings once training has concluded for the day.

7. Information, forms, and documents about the 640th RTI and the course are located at <http://www.ut.ngb.army.mil/ut640rti/>, go to this link and then click the shortcut, to SLC on the left. Any questions or concerns may be addressed to the undersigned at 801-878-5277, DSN 878-5277 or e-mail jeremy.trump@us.army.mil.

//Original Signed//

JEREMY M. TRUMP
MSG, UTARNG
35CMF SLC Course Manager

2 Encls

- 1. POV Justification Memo
- 2. Packing List